

## INFORMATION AND MANAGEMENT SUPPORT STAFF

### Functions

The OL Information and Management Support Staff (IMSS) acts as an advisory body to the Director of Logistics (D/L) on matters concerning OL missions, responsibilities and capabilities. The Staff provides support to OL through reviews, surveys, evaluations, analyses, studies, reports, monitoring, maintenance of records and statistics, liaison with other components and with other Federal agencies, centralized data processing, project management, and overseas regulatory policy for OL. Functionally, IMSS is divided into five categories:

- Logistics Planning and Projects: Provides management and administrative support and planning including strategic, emergency, and long range planning; MBO program; interagency support agreements; audit reports; administrative plans; memorandums of agreement; and special reports (i.e. Excellence, Grace Commission). Reviews and adjudicates Reports of Survey on the loss, damage, or destruction of government property. Administers the O/L Suggestion Award Program.
- Regulatory Policy: Ensures that policies, procedures, regulations and statutes are established, reviewed and published.
- Personal Property Claims: Reviews, adjudicates, and processes all claims for loss or damage to personal property of Agency employees.
- Data Administration Service (DAS): Centralizes control and management of automated data processing applications within OL.
- LIMS: Represents OL interests in and oversees the overall development of LIMS.

### Personnel

### Significant Accomplishments in FY 84

- LIMS System Definition Review, Preliminary Design Review, and Critical Design Review were conducted in FY 84.
- The Logistics Overseas Computer Systems (LOCS) was established.
- An OL Emergency Plan was developed and published.
- The MPA/PRA (Materiel Procurement Allotment/Property Requisitioning Authority) pamphlet was rewritten and published.

### Plans for FY 85

- Develop and conduct thorough tests of LIMS software and documentation and achieve successful Basic Operational Capability.
- Pursue LOCS and DAS objectives.

## LIMS DBM Transition Plan

- [ ] were briefed 20 November on LIMS DBM selection and the key personnel assignments resulting from this selection.
- [ ] is to begin LIMS DBM read in and activities 26 November [ ] will be provided with office space in DAS in December).
- [ ] to begin CONIF training on an "as available" basis. Supply Division prefers that a complete transition not take place until 1 January. Availability is dependant upon SD's ADP workload and [ ] health.
- [ ] is to continue as Data Base Administrator for SD, with specific attention to supporting the ICS transition to LIMS. Several data base projects in SD, now under the guiding hand of [ ], will be transferred to other SD personnel and will be supported by the DAS Technical Group as necessary. These applications are not LIMS related.
- [ ] CONIF role is also to diminish as rapidly as possible; however, she will be available for consultation as the situation demands.
- [ ] will act as interim CONIF DBM, Pending [ ] availability and knowledge development.

Notes: Precise time frames are not specified for the above actions as the cross-training is dependent upon the magnitude of the learning curve encountered. Estimated complete transition period is 60 days.

[ ] anticipated eye surgery does not appear time-critical, may not occur within the next three months.

Within the DAS organization, [ ] will serve in the dual roles of LIMS DBM and Deputy Chief, DAS. The latter role is not projected to consume her time and resources significantly.

Action will be taken to update the CONIF DBM's position description. Its revised content will form a basis for revising and upgrading the position description that defines [ ] responsibilities.

## Distribution:

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